

MULTI MEDIA COMMUNICATIONS COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Multi Media Communications Coordinator exists is to perform a wide variety of technical, graphical, and clerical work for the Budget, Accounting and Financial Services programs in the Budget Department. This classification is not supervisory. Work is performed under general supervision by the Budget Director.

ESSENTIAL FUNCTIONS

Prepares, maintains and reconciles various databases and financial information for analytical and reporting purposes. Monitors and evaluates the accuracy and timeliness of data input and output. Comprehends and makes inferences from written reports.

Prepares varied graphic, design layout, copyrighting, illustration and photography for visual communication projects undertaken by the division, i.e., Citizens Survey, Trends Analysis, Financial Report, Budget Presentations and Budget Publication.

Prepares and updates varied computer input related to division's intranet page(s), City internet inclusions, and financial graphical presentations.

Acts as consultant and makes presentations of ideas and designs to management or groups of individuals. Researches and evaluates projects regarding central message, audience, budget and time constraints.

Communicates ideas effectively through oral, visual, and written communication. Prepares quality written and graphical materials. Researches, listens and understands various financial functions in order to prepare effective communication materials.

Assists with preparation of system documentation and training materials.

Seeks out innovative ways to streamline and improve work processes.

Works as part of financial team to work with departments to encourage and increase customer satisfaction of financial processes and services.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Adobe Photoshop, Illustrator, Pagemaker and Acrobat, Microsoft Webpage Editor and Macromedia Authoring Tool.

Ability to:

Establish and maintain effective working relationships with co-workers, other City staff at all levels, and the general public.

Operate a variety of standard office equipment, including personal computer, a variety of computer software, fax, phone, copier, requiring continuous and repetitive arm, hand and eye movement.

Perform mathematical calculations, key data; work with variety of office/business automation software.

Comprehend and make inferences from written material and verbal instructions.

Effectively communicate both orally and in writing.
Use a personal computer, variety of office/business/graphical/internet automation software, and other office equipment essential to performing daily activities.
Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree in graphic design or related field and one year experience in professional graphic and web design, and two years responsible work experience in accounting, budget, finance or business related field or equivalent college course-work.

FLSA Status: Exempt

HR Ordinance Status: Unclassified